

Cromwell Learning Community Academy Trust

Support Staff Application Form

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | **recruitment@bvcs.bham.sch.uk** | Ref. No. *(Office Use Only)* |
| Nov-AA25 |
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| **Details of Post Applied For:** | |
| Job Title | Admin Assistant |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | |
| Title |  | | First Names | | |  |
| Surname | |  | | | | |
| If you have previously been known by another name, please specify: | | | |  | | |
| Address | |  | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | |
| Daytime Contact Number: | | |  | |
| Evening Contact Number: | | |  | |
| Mobile (if different): | | |  | |
| Email Address: | | |  | |
| National Insurance Number | | | | |  | |
| DfE Registration Number | | | | |  | |
| Do you currently have the right to work in the UK? YES/NO  Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application Is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by Immigration, Asylum and Nationality Act. We are unable to employ anyone who does not have the right to work in the UK legally. | | | | | | |
| Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role: | | | | | | |

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| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examinations Results or Award |
| From (month/year) | To (month/year) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of professional body | Membership Status | Date Membership Commenced |
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| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application. | | | | |
| Course Title | Course Provider | Dates Attended | | Award (if any) |
| From (month/year) | To (month/year) |
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| **Details of Present or Most Recent Appointment:** | | | | | | | | | | | | | | | | |
| Post Held | | | | | | |  | | | | | | | | | |
| Responsibilities Held (If Applicable) | | | | | | |  | | | | | | | | | |
| Dates Employed From and To (month/year) | | | | | | | | |  | | | | | | | |
| School Name and Address | | | |  | | | | | | | | | | | | |
| Number on Roll | |  | | | | Age Range | | | |  | | | Boys/Girls/Mixed | | |  |
| Name of Local Authority (If Applicable) | | | | |  | | | | | | | Type of School (Community, Aided, Independent etc) | | |  | |
| Salary Details | Scale, e.g. Main Scale: | | | | | | |  | | | | | Salary Point: | |  | |
| Alternatively, please quote annual salary if you are not on national pay scales (if part-time, specify the FTE): | | | | | | | | | | | | | | £ | |
| Additional allowances (state type and annual value): | | | | | | | | | |  | | | | | |
| Total annual salary (if you are part-time, specify FTE): | | | | | | | | | | | | | £ | | |
| Reason for Leaving | | |  | | | | | | | | | | | | | |

| **Previous Appointments:** | | | | |
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| Please give details of **all previous appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary. Please use a continuation sheet if necessary. | | | | |
| Employer’s Name and Address | Dates Employed (month/year) | Position Held | Salary and Benefits | Reason for Leaving |
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| **Periods When Not Working:** | | |
| Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (month/year) | Date To (month/year) | Reason |
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| **Statement of Application: (max 1,000 words)** |
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| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. |
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| **Referees:** | | | | | |
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| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the Governing Body. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** * ***To comply with Keeping Children Safe in Education, we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.*** | | | | | |
| **Referee 1** | | | **Referee 2** | | |
| Title (Miss/Mr etc) | |  | Title (Miss/Mr etc) | |  |
| Name |  | | Name |  | |
| Occupation |  | | Occupation |  | |
| Address |  | | Address |  | |
| Tel. Number |  | | Tel. Number |  | |
| Fax Number |  | | Fax Number |  | |
| Email Address |  | | Email Address |  | |
| In what capacity do you know the referee? |  | | In what capacity do you know the referee? |  | |

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| Please include an email address and you should contact your referees to let them know they may be required to provide a reference. |

| **Reasonable Adjustments to the Shortlisting Process:** |
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| The Academy welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **Disclosure:** |

| The amendments to the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?  If you do have any convictions or cautions; you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  **Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**  If you are short-listed/appointed, you will be required to undertake an Enhanced Criminal Records Bureau Check. You are required to disclose **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’.  Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offences and their relevance to the post you are applying for. | | |
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| **Please answer the following questions:** | Please answer YES or NO below: | |
| Have you **ever** received a conviction, caution or bind-over **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you? | |  |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)? | |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered ‘YES’ to either of the above questions, please provide **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.** | | |

| **Declaration of Relationships:** | Please answer YES or NO below: | |
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| Are you related to, or have a close personal relationship with, any board member of CLC Multi-Academy Trust | |  |
| If yes, please provide below his/her name and role, and state your relationship: | | |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. | | | |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically (recruitment@bvcs.bham.sch.uk), you will be asked to sign your application form in the event that you are shortlisted and called for interview. | | | |
| **Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification.**  **Retention of Application Forms:** It is the Academy’s policy to retain all application forms for unsuccessful applicants, for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑ | | | |

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| **Equality Monitoring Form** | | | | | | | | | |
| The school aims to select staff on merit, irrespective of race, sex, disability age or other protected characteristics. In order to monitor the effectiveness of the School’s Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will **not** be shared with the selection panel. Thank you. | | | | | | | | | |
| Post Applied For: |  | | | | | Where did you see this post advertised? | | |  |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | |
| **Gender:** | Female |  | Male |  |  | |  |  | |

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| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| **Disability:** | Do you consider yourself to have a disability? | Yes |  | No |  |  |

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| **Ethnicity:** | Please tick **one** category below. The categories are based on the population census. | | | | |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | |  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:** | |
| Bangladeshi | |  |  | Chinese |  |
| Indian | |  |  | Any other ethnic background (specify if you wish): |  |
| Pakistani | |  |  |
| Any other Asian background (specify if you wish): | |  |  | **Mixed:** | |
|  | White and Asian |  |
| **Black, Black British, Black English, Black Scottish or Black Welsh:** | | |  | White and Black African |  |
| African | |  |  | White and Black Caribbean |  |
| Caribbean | |  |  | White and Chinese |  |
| Any other Black background (specify if you wish): | |  |  | Any other Mixed background (specify if you wish): |  |

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| **White:** | | | | |
| British |  |  | Scottish |  |
| English |  |  | Welsh |  |
| Irish |  |  | Any other White background (specify if you wish): |  |

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| Ref No. *(For Office Use Only)* |  |

# Application